



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT MONROE
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

IMNE-MNR-EEO

6 JUN 2007

MEMORANDUM FOR All U.S. Army Garrison Personnel, HQ Fort Monroe

SUBJECT: Fort Monroe Policy Memorandum #6, Policy for
Requesting Reasonable Accommodations

1. REFERENCE. Equal Employment Opportunity Commission, Management Directive 715, Model Agency Title VII and Rehabilitation Act Programs, Part V., 25 August 2003.
2. PURPOSE. To provide guidance on requesting reasonable accommodations for qualified individuals with disabilities.
3. APPLICABILITY. This policy applies to all personnel assigned to or under the operational control of Fort Monroe in addition to applicants for employment with Fort Monroe and former employees of Fort Monroe.
4. POLICY. The Rehabilitation Act of 1973 requires federal agencies to provide reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause undue hardships on the agency. An accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. There are three categories of reasonable accommodations:
 - a. Modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (such as providing application forms in alternative formats like large print or Braille).
 - b. Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters).

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c. Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (such as removing physical barriers in an office cafeteria).

5. PROCEDURES.

a. An employee or job applicant may initiate a request for reasonable accommodation orally or in writing.

b. An individual's request begins when the individual makes the request to his/her supervisor, a supervisor or manager in his/her immediate chain of command, or the Garrison EEO Office.

c. Processing a request for reasonable accommodation.

(1) First-line supervisors or managers are authorized to approve request.

(2) The Garrison EEO Office will oversee the agency's reasonable accommodation process. The EEO office acts as a resource for individuals with disabilities and agency decision makers. The EEO office will handle specialized requests, such as request for equipment through the Computer/Electronic Accommodations Program (CAP).

(3) Requests will be granted or denied expeditiously, however, will not exceed 15 business days, absent extenuating circumstances. Any denials will be in writing and will include specific reasons for denial. In cases of denial, individuals may use an informal dispute resolution process for reconsideration.

(4) In some cases, employees may be asked to provide medical documentation. All medical information is confidential.

(5) In some instances, reassignment will be considered as a last resort means of accommodation.

(6) The Garrison EEO Office is responsible for maintaining a recordkeeping system. All organizations are

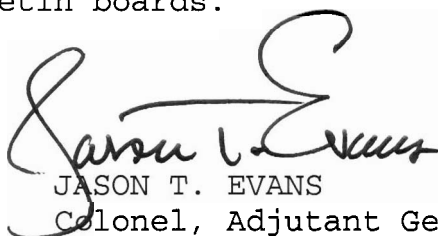
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required to forward reasonable accommodation information to the EEO Office.

6. Any questions or concerns should be addressed to the Garrison EEO Office at commercial number 757-788-3500 or DSN 680-3500. General guidelines can be found on the EEOC website: <http://www.eeoc.gov>.

7. This policy memorandum will be permanently posted on all Headquarters Fort Monroe bulletin boards.

A handwritten signature in black ink, appearing to read "Jason T. Evans", is written over a light gray rectangular background.

JASON T. EVANS
Colonel, Adjutant General
Commanding